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ABSTRACT

This competency index lists the competencies included in the 62 units of the Tech Prep Competency Profiles within the Health Technologies Cluster. The unit topics are as follows: employability skills; professionalism; teamwork; computer literacy; documentation; infection control and risk management; medical terminology; anatomy, physiology, and pathology; medical law and ethics; psychology of stress; psychology of human relations; first aid and medical emergencies; general administrative duties; vital signs; nutrition; basic pharmacology; patient education; examinations; laboratory tests and diagnostic procedures; radiography; respiratory care; occupational therapy; physical therapy; the nursing process; nursing communication; nursing clinical procedures; advanced nursing concepts; medication use; pharmacy technology; clinical chemistry; immunohematology; immunology and serology; bacteriology; parasitology; urinalysis; hematology; histology; phlebotomy; first responder; emergency medical technology; emergency medical services; oral anatomy and pathology; chairside procedures; dental restoration; partial denture fabrication; orthodontics; extraoral and intraoral examinations; preventive oral hygiene procedures; dental morphology; dental radiography; preventive dental assisting procedures; dental specialties; dental materials I and II; dental laboratory procedures; dental hygiene; health information processing; health information maintenance and clerical functions; health information quality control; health information report preparation; and health information supervision. (MN)

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TECH PREP

"GET SERIOUS . . . ABOUT SUCCESS"

CE 070 091

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Competency Index

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Competency Index

This index allows you to scan the competencies under each unit title. Please note the academic units (i.e., Communications, Mathematics, Science, and Technology Literacy) are not listed due to their being specific to the State of Ohio.

Unit: Employability Skills

Competencies:

Develop a career plan
Prepare for employment
Evaluate the importance of self-esteem as an employability skill
Demonstrate job retention skills
Demonstrate knowledge of work ethic
Exhibit appropriate work ethic
Apply decision-making techniques
Apply problem-solving techniques
Exhibit characteristics for job advancement

Unit: Professionalism

Competencies:

Project professional image
Achieve individual and professional goals
Manage personal finances
Support community well-being
Achieve organizational goals
Demonstrate positive relations in the workplace
Manage stressful situations
Analyze effects of family on work and work on family
Apply lifelong learning skills
Manage professional development

Unit: Teamwork

Competencies:
Demonstrate knowledge of teamwork
Demonstrate teamwork
Use teamwork to solve problems
Conduct team meetings

Unit: Computer Literacy

Competencies:
Describe personal computer operations
Operate computer hardware
Use software

Unit: Documentation

Competencies:
Demonstrate proficiency in technical documentation
Demonstrate proficiency in technical report writing

Unit: Infection Control and Risk Management

Competencies:
Comply with local, state, and federal regulations
Comply with environmental safety standards,accident prevention methods, and disaster plans
Maintain personal safety and hygiene
Maintain infection control of work area
Apply aseptic and sterilizing principles
Dispose of waste materials in compliance with government regulations
Demonstrate isolation techniques
Maintain patient safety
Explain sexually transmitted diseases (STDs)
Practice quality control
Conduct proficiency testing

Unit: Medical Terminology

Competencies:
Use common medical symbols, abbreviations, and acronyms
Demonstrate knowledge of medical terminology

Unit: Anatomy, Physiology, and Pathology

Competencies:
Demonstrate general knowledge of basic chemistry
Demonstrate general knowledge of the human body
Demonstrate knowledge of the integumentary system
Demonstrate knowledge of the skeletal system
Demonstrate knowledge of the muscular system
Demonstrate knowledge of the nervous system
Demonstrate knowledge of the circulatory/cardiovascular system
Demonstrate knowledge of the lymphatic system
Demonstrate knowledge of the respiratory system
Demonstrate knowledge of the digestive system
Demonstrate knowledge of the endocrine system
Demonstrate knowledge of the urinary system
Demonstrate knowledge of the reproductive system
Demonstrate knowledge of the senses
Demonstrate knowledge of immunology

Unit: Medical Law and Ethics

Competencies:
Comply with medical law and ethics
Exhibit ethical behavior
Describe legal ramifications of misconduct
Practice discretion regarding patient information
Practice personal professional protocol with medical community

Unit: Psychology of Stress

Competencies:
Analyze factors that influence a patient's response to stress
Analyze physiological response to stress
Analyze psychological response to stress
Provide care for a patient with an ineffective coping response

Unit: Psychology of Human Relations

Competencies:
Explain human growth and development
Demonstrate appropriate communication techniques
Establish rapport
Follow established procedures for communication and documentation
Document patient progress

Unit: First Aid and Medical Emergencies

Competencies:
Use emergency procedures
Perform first aid
Maintain cardiopulmonary resuscitation (CPR) according to accrediting agency standards
Respond to medical emergencies

Unit: General Administrative Duties

Competencies:
Perform scheduling and recordkeeping duties
Perform other departmental duties
Manage reception area
Demonstrate telephone handling techniques
Maintain appointment schedules
Maintain medical records and laboratory reports
Prepare office communications
Use office equipment
Demonstrate knowledge of different payment systems
Perform diagnostic coding
Process insurance claims/forms
Perform financial functions

Unit: Vital Signs

Competencies:
Interview patient
Measure temperature
Measure pulse
Measure respiration
Measure blood pressure
Obtain physical measurements

Unit: Nutrition

Competencies:
Identify fundamentals of nutrition
Identify nutritional needs related to special conditions and/or diseases
Draw correlation between diet and exercise
Identify facets of alternative nutrition

Unit: Basic Pharmacology

Competencies:
Maintain supply of medications
Calculate dosage according to physician's orders
Instruct patients on use of medications
Dispense medications according to medical orders
Evaluate response to medication

Unit: Patient Education

Competencies:
Inform patient/family about diagnostic procedures
Educate patient/responsible party about self-care related to results of diagnostic procedure/therapy
Provide psycho-social care for patient/family
Inform patient about World Health Organization (WHO) immunization requirements

Unit: Examinations

Competencies:
Demonstrate general knowledge of diagnostic studies
Demonstrate principles of body mechanics and ergonomics
Assist with general examination
Assist with eye, ear, nose, and throat examination
Assist with obstetric and gynecological examination
Assist with pediatric examination
Assist with proctology and gastrology examination
Assist with orthopedic examination
Assist with neurological examination
Assist with geriatric examination

Unit: Laboratory Tests and Diagnostic Procedures

Competencies:
Perform drug screen testing
Perform tuberculosis testing
Perform specimen collection and handling
Assist with allergy testing
Perform manual and automated tests of complete blood count
Perform serological tests
Perform electrocardiograms
Perform diagnostic skills
Demonstrate laboratory procedures in clinical chemistry
Demonstrate laboratory procedures in hematology/coagulation
Demonstrate laboratory procedures in immunohematology
Demonstrate laboratory procedures in microbiology
Demonstrate laboratory procedures in immunology
Demonstrate laboratory procedures in urinalysis
Demonstrate safe phlebotomy techniques
Administer laboratory management skills

Unit: Radiography

Competencies:
Identify characteristics of x-radiation
Explain how x-rays are produced
Describe effects of radiation on the human body
Demonstrate knowledge of pathological processes that affect radiographic imaging
Practice radiation safety procedures in accordance with OSHA andEPA
Demonstrate knowledge of equipment
Demonstrate general knowledge of diagnostic radiology procedures
Ready equipment and materials for radiographic procedures
Perform radiographic equipment check procedures
Provide accurate radiographic record identification andretrieval
Ready patient for radiographic procedures
Perform radiographic procedures
Perform venipuncture and IV management
Expose radiographic film
Process exposed radiographic film
Store radiographs and unexposed film
Maintain supply inventory

Unit: Respiratory Care

Competencies:
Identify respiratory care uses
Prepare non-life support respiratory therapy equipment for patient use
Prepare life-support equipment for patient use
Manage airway
Perform rehabilitation
Manage pharmacological agents
Perform assessment
Prepare diagnostic equipment for patient use
Demonstrate proper procedures for using flowmeters, regulators, gauges, and compressed gas cylinders
Disinfect or sterilize respiratory therapy equipment
Change non-life support equipment in patient care areas of a hospital
Demonstrate proper procedures for changing flowmeters, regulators, gauges, and compressed gas cylinders
Test respiratory therapy equipment for proper operation and patient readiness
Demonstrate proper safety precautions in the transport and delivery of equipment
Transport samples to laboratory
Perform hemodynamic monitoring
Operate mechanical ventilator
Perform pulmonary function tests
Perform electrocardiograms
Evaluate chest x-rays
Explain pulmonary pathology
Plan for discharge
Prepare or demonstrate special procedures
Demonstrate therapeutic modalities

Unit: Occupational Therapy

Competencies:
Assist with evaluation
Define patient needs
Incorporate occupational therapy principles in planning
Plan therapeutic measures
Use occupational therapy equipment
Use orthotics
Perform therapeutic measures
Treat patient in functional activities
Engage patient in purposeful activities
Provide therapy for different types of patients

Unit: Physical Therapy

Competencies:
Define patient needs
Monitor patient progress
Develop therapeutic interventions
Perform therapeutic measures
Demonstrate basic knowledge of kinesiology

Unit: The Nursing Process

Competencies:
Perform patient physical assessment
Complete assessment forms
Collect additional patient data
Formulate nursing diagnoses
Formulate patient plan of care
Implement patient-centered care
Provide care for older adult patients
Provide care for maternal/newborn patients
Provide care for medical/surgical patients
Provide care for pediatric patients (including adolescents)
Provide care for the rehabilitation patient
Evaluate patient care
Revise plan of care

Unit: Nursing Communication

Competencies:
Demonstrate effective patient interviewing techniques
Report assessment of patient and nursing actions
Implement a teaching plan for an identified patient learning need
Demonstrate use of research strategies
Apply management skills for patient care
Demonstrate knowledge of the evaluation process necessary for effective management of nursing care
Demonstrate management of multi-patient care
Evaluate trends and issues in health care profession
Explain the scope and standards of nursing practice with patients experiencing complex needs
Implement a developed plan of patient care using the nursing process
Assess the physical and emotional needs of patients and their families with complex disorder conditions
Use therapeutic rationale for nursing procedures
Assist in care of patients suffering psychological and/or emotional trauma

Unit: Nursing Clinical Procedures

Competencies:
Use therapeutic rationale for nursing procedures
Perform activities of daily living skills
Perform equipment skills
Perform non-invasive procedures
Perform invasive procedures
Assist with surgical procedures
Assist with therapeutic measures

Unit: Advanced Nursing Concepts

Competencies:

Demonstrate knowledge of the physical and emotional needs of patients and their families with complex disorders of the cardiovascular system

Demonstrate knowledge of the physical and emotional needs of patients and their families with complex disorders of the renal system

Demonstrate knowledge of the physical and emotional needs of patients and their families with complex disorders of the endocrine system

Demonstrate knowledge of the physical and emotional needs of patients and their families with complex disorders of the neurological system

Demonstrate knowledge of the physical and emotional needs of patients and their families with multisystem disorders across the lifespan

Unit: Medication Use

Competencies:

Maintain supply of medicatons

Calculate dosage according to physician's orders

Identify methods of administering medications according to physician's orders

Evaluate response to medication

Unit: Pharmacy Technology

Competencies:

Comply with appropriate regulations
Explain laws and administrative rules as they relate to pharmacy technicians
Explain pharmacy safety
Complete prescription information
Apply pharmaceutical calculations
Identify routes of administration
Identify dosage forms
Explain relationship of companion over-the-counter (OTC) products and supplies
Process prescription according to pharmacy policy and regulations
Identify types and uses of containers
Apply compounding and reconstitution skills
Apply packaging skills
Charge medicines
Practice aseptic technique
Reconstitute drugs per specification
Identify facets of alternative nutrition
Prepare daily intravenous solutions
Work in vertical and horizontal laminar hoods
Maintain quality control records and methods
Maintain stock levels
Assist with disposition and recording of controlled substances
Maintain prescription data and records
Practice accuracy
Practice time management
Record medications

Unit: Clinical Chemistry

Competencies:
Use terminology related to clinical chemistry
Prepare solutions
Handle blood specimens for analysis
Handle body fluids for chemical analysis
Perform kidney function and clearance tests
Perform liver function tests
Perform glucose tests
Perform protein tests
Perform electrolytes tests
Perform carbon dioxide tests
Perform blood gas tests
Explain mineral metabolism
Perform enzyme analysis
Perform thyroid gland tests
Perform tests for gout
Perform miscellaneous tests
Use laboratory instruments
Maintain laboratory instruments

Unit: Immunohematology

Competencies:
Use terminology related to immunohematology
Explain antigens and antibodies
Describe antibodies
Describe subgroups of A
Describe enzyme tests
Describe Rh nomenclatures
Perform Du test
Describe M and N systems
Type blood
Crossmatch blood
Use Rho(d) immune globin criteria
Detect cold agglutinins
Elute antibodies
Draw blood from donors
Operate blood bank

Unit: Immunology and Serology

Competencies:
Use immunology and serology terminology
Perform immunologic examination
Test for syphilis
Perform VDRL, RPR, and PCT tests
Perform agglutination tests
Perform immunologic and serologic procedures
Explain tests for other viruses

Unit: Bacteriology

Competencies:
Use terminology related to bacteriology
Identify types and uses of culture media
Culture specimens
Prepare culture media
Stain smears
Perform differentiating tests
Identify gram-positive cocci
Identify gram-positive bacilli
Identify gram-negative cocci
Identify gram-negative enterobactereaceae
Identify gram-negative bacilli
Perform antimicrobial sensitivity testing
Use bacterial identification systems
Culture specimens
Perform routine mycology procedures
Perform special tests

Unit: Parasitology

Competencies:
Use parasitology-related terminology
Perform examinations for parasites
Perform tests for blood parasites
Perform tests for fats and occult blood
Stain for ova and parasites

Unit: Urinalysis

Competencies:
Use terminology related to urinalysis
Identify properties of urine
Explain principles of urine tests
Perform special tests
Identify cells found in urine
Identify casts found in urine
Identify foreign matter found in urine

Unit: Hematology

Competencies:
Use hematology terminology
Demonstrate knowledge of erythrocytes
Perform erythrocyte tests
Demonstrate knowledge of granulocytes, lymphocytes, and monocytes
Prepare blood smear stains
Perform blood counts and tests
Perform body fluid counts
Perform sperm counts
Perform coagulation and hemostasis tests
Maintain related instruments and equipment
Perform quality control

Unit: Histology

Competencies:
Perform set-up and workflow functions
Perform dissecting functions
Perform proper embedding of specimens
Perform routine histology procedures
Perform special stains
Perform quality control and assurance functions
Operate histology equipment
Store materials safely
Perform record keeping functions

Unit: Phlebotomy

Competencies:

Demonstrate knowledge of health care institutions and departments in which a phlebotomist functions

Identify the phlebotomist's role as a member of a health care team

Describe collection equipment, reagents, and interfering factors in blood collection

Describe proper blood collection procedure, including handling complications that may arise

Demonstrate knowledge of the disease process route of infection, infection control, and equipment safety

Explain the protocol for communication, transport, and processing specimens

Apply quality control and safety procedures

Describe basic concepts of communications, stress management, professional behavior, and the legal implications of the health-related work environment

Unit: First Responder

Competencies:

Describe roles and responsibilities of the First Responder
Demonstrate knowledge of medicolegal aspects
Assess vital signs of a sick or injured person
Use medical identification devices
Conduct a primary assessment of problems that threaten life if not corrected immediately
Demonstrate BLS/CPR procedures
Control bleeding
Identify early signs and symptoms of shock
Use mechanical aids for securing an airway and assisting ventilation/oxygenation
Provide secondary assessment
Differentiate between a medical emergency and trauma situation
Care for patient in medical emergency
Care for patient with traumatic injury
Identify musculo-skeletal injuries
Identify potential for spinal injury
Describe emergency evacuation and transfer of a sick or injured person from an unsafe environment/location
Care for various patient needs
Care for patient who has ingested a poisonous substance
Care for patient who is burned
Care for patient suffering from an environmental emergency
Care for patients with special needs
Provide triage to victims of multiple casualty incidents
Differentiate between life-threatening and non life-threatening entrapment situations
Assist with emergency childbirth

Unit: Emergency Medical Technology

Competencies:

Describe roles and responsibilities of the Emergency Medical Technician (EMT)
Apply Center for Disease Control (CDC) guidelines
Apply aseptic and sterilizing principles
Conduct patient assessment for illness/injuries
Treat airway obstruction and respiratory arrest
Treat cardiac arrest
Treat bleeding and shock
Treat soft tissue injuries
Treat musculo-skeletal injuries
Treat injuries of the head, neck, face, eye, and spine
Treat injuries to the chest, abdomen, and genitalia
Treat medical emergencies
Assist with emergency childbirth
Demonstrate care for the pediatric patient
Treat burns
Treat environmental emergencies
Manage victims of hazardous materials incidents
Manage special care situations
Demonstrate extrication
Maintain patient safety
Describe mass casualty incidents
Demonstrate knowledge of systems operation

Unit: Emergency Medical Services

Competencies:

Demonstrate knowledge of the paramedic profession
Describe emergency medical services (EMS) systems
Demonstrate EMS communication systems
Demonstrate rescue techniques and extrication
Describe major incident response
Demonstrate knowledge of patient assessment and initial management
Manage airway and ventilation
Manage shock
Demonstrate knowledge of pharmacology
Manage trauma emergencies
Manage burn injuries
Manage respiratory emergencies
Manage cardiovascular emergencies
Manage endocrine emergencies
Manage neurological emergencies
Manage digestive, genitourinary, and reproductive emergencies
Manage anaphylaxis emergencies
Manage toxicology, alcoholism, and drug abuse emergencies
Manage infectious diseases
Manage environmental injuries
Manage geriatric emergencies
Manage pediatric emergencies
Manage the gynecologic patient
Manage the obstetric patient
Manage the neonate
Manage behavioral emergencies
Demonstrate paramedic skills
Maintain current certifications and continuing education

Unit: Oral Anatomy and Pathology

Competencies:
Identify dento-osseous structures
Identify facial muscles
Explain neurology of head and neck
Describe vascular system of the head
Describe developmental abnormalities
Describe dental caries
Describe pulpal and periapical disease
Describe tissue changes in response to physical or chemical injury in the oral cavity
Describe neoplasms of oral cavity
Describe odontogenic cysts and neoplasms
Describe treatment of patients with special needs

Unit: Chairside Procedures

Competencies:
Perform patient assessment
Prepare patient
Maintain dental operatory
Provide evacuation and retraction in compliance with OSHA, EPA, and ODPA
Use dental instruments
Transfer instruments
Explain instrumentation
Use instruments
Sharpen instruments
Assist with preliminary examination
Assist with administering anesthetic
Assist with application of rubber dam
Assist with anterior restoration and aesthetic dental procedures
Assist with in-office bleaching procedures
Assist with home-bleaching procedure
Assist with posterior restoration

Unit: Dental Restoration

Competencies:
Describe tooth arrangement
Identify edentulous arches
Describe jaw relationships
Describe impression and cast materials
Use impression trays
Use baseplate materials
Use occlusal rims
Describe model pouring and die preparation techniques
Describe restorative waxing techniques
Describe crown and bridge spruing and investing techniques
Describe metal adaptation and finishing
Explain denture flasking
Explain denture processing
Explain denture recovery
Explain selective grinding
Explain denture finishing and polishing
Describe denture fabrication
Explain denture repair and maintenance

Unit: Partial Denture Fabrication

Competencies:
Describe partial denture design
Describe refractory model duplication
Describe wax pattern adaptation
Describe partial framework spruing and investing techniques
Describe metal adaptation and finishing

Unit: Orthodontics

Competencies:
Explain orthodontic treatment as a dental specialty
Explain components of orthodontic appliances
Explain the principles of wire bending
Demonstrate orthodontic appliance repair
Explain temporomandibular splints
Explain orthodontic records
Describe miscellaneous functions
Describe orthodontic office procedures

Unit: Extraoral and Intraoral Examinations

Competencies:
Explain examination procedures
Apply techniques of inspection
Describe periodontium
Examine teeth

Unit: Preventive Oral Hygiene Procedures

Competencies:
Describe plaque and soft deposits
Describe dental calculus and stains
Describe scaling and root planing
Remove plaque and stains from teeth
Remove hard deposits
Describe oral disease control
Apply fluorides
Use desensitizing agents
Assist with pit and fissure sealants

Unit: Dental Morphology

Competencies:
Explain dental physiology
Explain arrangement of teeth and occlusion
Describe deciduous teeth
Describe permanent teeth

Unit: Dental Radiography

Competencies:
Identify characteristics of radiation
Explain how x-rays are produced
Describe effects of radiation on the human body
Identify structures through the use of radiographs
Apply knowledge of the process for developing radiographs
Maintain unexposed film
Identify anatomic landmarks
Describe errors in dental radiographic technique
Expose films
Process radiographs manually
Process radiographs automatically
Mount radiographs
Apply bisecting technique to expose a full-mouth survey
Apply paralleling technique to expose a field-mouth survey
Complete full-mouth survey on child DXTTR or patient
Complete full-mouth survey on adult DXTTR or patient
Completely full-mouth survey on edentulous patient

Unit: Preventive Dental Assisting Procedures

Competencies:
Assist with prophylaxis
Administer topical fluoride
Instruct patient about oral hygiene and nutrition

Unit: Dental Specialties

Competencies:
Assist with oral surgery
Assist with pediatric dentistry
Assist with endodontics
Assist with fixed prosthodontics
Assist with periodontics
Assist with removable prosthodontics
Assist with public health dentistry
Perform direct patient services

Unit: Dental Materials I

Competencies:
Demonstrate knowledge of dental laboratory materials
Explain dental laboratory material properties

Unit: Dental Materials II

Competencies:
Demonstrate use of impression materials
Use dental cements, liners, and varnishes
Use restorative materials
Demonstrate dental laboratory procedures

Unit: Dental Laboratory Procedures

Competencies:
Describe dental material factors
Construct occlusion rims
Assist with fabrication of temporary crowns
Prepare laboratory case for shipping

Unit: Dental Hygiene

Competencies:
Explain functions and pathologies of dental-related anatomy
Maintain dental instruments and equipment
Assist with dental office emergency care
Apply anesthesia
Perform preventive dentistry techniques

Unit: Health Information Processing

Competencies:
Assemble medical records
Perform quantitative analysis on patient's health record
Maintain health record locator system
Abstract information from a health record
Transcribes recorded dictation
Prepare health record for court of deposition

Unit: Health Information Maintenance

Competencies:
Trace lost record
Maintain a tumor registry
Code diagnoses and procedures using the current modification of the International Classification of Diseases (ICD-9-CM)
Assign Major Diagnostic Classification (MDC) and Diagnostic Related Groups (DRGs)
Code diagnoses and procedures using Current Procedural Terminology (CPT-4) methodology
Maintain computer files

Unit: Health Information Clerical Functions

Competencies:
Compose electronic correspondence
Transcribe recorded dictation
Input data on computer
Distribute information
Maintain filing system
Prepare health record for microfilming
Maintain office equipment and supplies

Unit: Health Information Quality Control

Competencies:
Perform qualitative analysis on patient's health record
Prepare report for physician's incomplete records
Evaluate procedure for release of patient information
Evaluate procedure for health record analysis
Evaluate procedures for abstracting and coding
Evaluate procedure for transcribing medical records
Perform quality review
Conduct utilization review process
Prepare materials for accreditation
Validate data for patient-related information system needs
Analyze data for patient-related information system needs

Unit: Health Information Report Preparation

Competencies:
Prepare census reports
Gather data to support patient-related information system needs

Unit: Health Information Supervision

Competencies:
Design departmental services and operational systems
Identify resources to support departmental operations
Execute plan(s) for implementing departmental services
Evaluate effectiveness of departmental services

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